



Lewis County Employment Opportunity

Department: **911 Communications**

| Position: **Administrative
Assistant Senior**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 121: \$4,738 - \$6,372/mo.**

Posting Opens: **04/04/2022**

Posting Closes: **Open until filled**

DEPARTMENT / OFFICE

This position is FLSA non-exempt located within the 911 Telecommunications Department at:
351 NW North St., Chehalis, WA 98532

POSITION SUMMARY

Under limited supervision, provides complex and confidential clerical support to a County Director, Administrator, and/or other management personnel; assists in coordinating the administrative operations for area of assignment; and supervises assigned personnel.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>

Application packets may be requested by calling (360)740-1408.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note:** **ALL sections of the application must be complete. "See Resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received by Human Resources by the closing date.

MINIMUM REQUIREMENTS

- ▶ Associate's Degree in Business Administration or a closely related field; AND
- ▶ Four (4) years' experience as an administrative assistant, including one (1) year supervisory experience
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively
- ▶ A Notary Public License and a valid Driver's License are required

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.